

## **PAYROLL SUPERVISOR**

**DEFINITION:** Under general supervision, performs skilled accounting work of considerable difficulty providing first line supervision of employees involved in processing time input, compiling payroll statistics, maintaining payroll control records, preparing accurate and timely payroll for Navajo Nation employees; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Oversees and supervises all facets of the daily operations and assigned personnel of the payroll function which services all Nation employees; plans and coordinates the workflow of payroll documentation and processes; establishes and maintains work standards, procedures, resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods; writes policy and operating procedures for payroll systems, subject to guidelines and regulations set forth by tribal laws and applicable regulations; provides technical assistance and policy directives to programs in preparation of payroll and fund expenditures.

Performs skilled payroll related accounting tasks involving the application of bookkeeping principles to the maintenance of financial accounts and records that includes posting to accounting records, performs computations, enters data to records of original entry, prepares summary statements, and checks forms for completeness and accuracy; reviews and researches payroll overpayments; and prepares and processes receivables documentation, as appropriate; responsible for retention of confidentiality of payroll records; approves all master payroll calendars and monthly processing schedule; prepares required reports.

Ensures accurate payment and reporting of employee benefits, in compliance with the provision of Nation, federal, state regulations; interacts with internal/external auditors providing access to payroll and other related records; develops and manages annual budgets; establishes and implements short/long range goals, objectives, policies and operating procedures; makes recommendations for hires, terminations, promotions/demotions, transfers; conducts performance appraisals; conducts and participates in staff meetings; participates in activities of committees, task forces, ad hoc or advisory groups related to payroll systems; attends meetings and training.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, payroll, budgeting and accounting.

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems including human resources and financial reporting systems.

Knowledge of procedures and standards for check processing in a governmental environment; modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Skill in examining payroll operations, procedures, and formulating policy, developing, implementing new strategies, and procedures, which includes computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation, and distribution of funds in a government setting.

Skill in establishing cooperative working relationships with those contacted in the course of work.

Skill in supervising and managing staff.

## **PAYROLL SUPERVISOR**

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

**PREFERRED QUALIFICATION:**

- A Master's degree in Accounting, Finance or closely related field.
- FMIS Certification; Certified Payroll Professional.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.